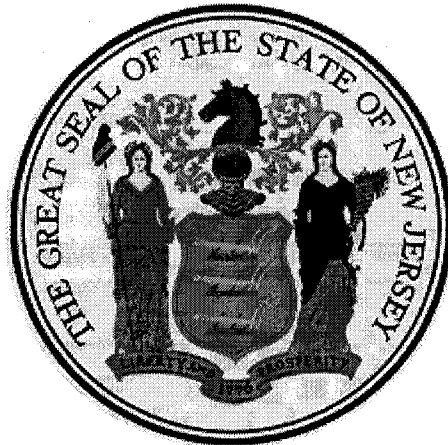


State of New Jersey



School District Records Retention Schedule

Obsolete Records

Forms that appear on the 1968 Records
Retention Schedule and subsequent
additions

M700201-999

SCHOOL DISTRICT RECORDS RETENTION SCHEDULE INDEX: OBSOLETE RECORDS

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L-21 Daily Cash Record Sheet
L2-214 Reimbursement Claim for School Lunch and Milk
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RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M700201 SCHEDULE NUMBER 999 PAGE NUMBER 1 OF 18

DEPARTMENT

SCHOOL DISTRICT

DIVISION

OBSOLETE

BUREAU

1968

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE

DATE

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE

DATE

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY

RECORDS CENTER

DISPOSITION

FORMS THAT APPEAR ON THE 1968 RECORDS RETENTION SCHEDULE AND SUBSEQUENT ADDITIONS

Form numbers that appear after the title are the numbers assigned in 1976 when a new numbering system was adopted. In some cases the retention periods have been changed to reflect current State Records Committee standards.

0001-0000

A-2 Attendance Record Card (03C009)

1 yr if information is transferred to Cumulative Student Record

Destroy

0002-0000

A-2b Record of Home Instruction Time (03C010)

7 yrs

Destroy

0003-0000

A-3 Annual Report to the New Jersey Department of Education and Fall Report (Copy)
Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

10 yrs

Destroy

0004-0000

A-4 Annual Financial Statistical Report

7 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
M700201

SCHEDULE NUMBER
999

PAGE NUMBER
2 OF 18

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0005-0000	A-4-1 Annual Financial Statistical Report (03D002) (03D009)	7 YRS		Destroy
0006-0000	A-4-2 Annual Financial Statistical Report (03D004) (06D004)	7 YRS		Destroy
0007-0000	A-4a Report of Resident Enrollment Statistics (03C001)	7 YRS		Destroy
0008-0000	A-4c Report of Tuition Pupils sent to Approved Special Classes for Atypical Pupils	7 YRS		Destroy
0009-0000	A-4d Application for State Aid-Transportation A copy is sent to the office of the County Superintendent of Schools.			
0009-0001	Application for State Aid-Transportation - Approved	7 YRS		Destroy
0009-0002	Application for State Aid-Transportation - Denied	3 YRS		Destroy
0010-0000	A-4e Atypical Pupils	7 YRS		Destroy
0011-0000	A-4g Report of Pupils Living on Non-Taxable State-Owned Property	7 YRS		Destroy
0012-0000	A-5 Custodian of School Monies Financial Report	7 YRS		Destroy
0013-0000	A-7a Permanent Record Card of Certificated Personnel	80 YRS		Destroy
0014-0000	A-13 Certificate of Tax Ordered	7 YRS		Destroy
0015-0000	A-17 Financial Record Book, Custodian of School Money	Permanent		Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M700201	SCHEDULE NUMBER 999	PAGE NUMBER 3 OF 18
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0016-0000	A-22 Employment Contract	6 yrs after termination of employment		Destroy
0017-0000	A-29 Election - Taxes and Bonds	1 yr		Destroy
0018-0000	A-31 Certificate of Tax for Bonds	7 yrs		Destroy
0019-0000	A-32 Proceedings with Respect to Authority of Bonds	7 yrs after Bond maturity or cancellation		Destroy
0020-0000	A-33a Combined Statement of Result of School Election	5 yrs		Destroy
0021-0000	A-38 Principal's Summary Card (03C008)	10 yrs		Destroy
0022-0000	A-41a/A-41b Pupil Transfer Card	3 yrs		Destroy
0023-0000	A-44 Record of Exclusion	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy
0024-0000	A-50 Age Certificate	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY NUMBER

M700201

SCHEDULE NUMBER

999

PAGE NUMBER

4 OF 18

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0025-0000

A-56a School Record

2 yrs after
graduation or
termination from
school system
or age 20,
whichever is longer

Destroy

0026-0000

A-56b Promise of Employment

2 yrs after
graduation or
termination
from school
system or age
20, whichever
is longer

Destroy

0027-0000

A-56c Physician's Certificate

2 yrs after
graduation or
termination
from school
system or age
20, whichever
is longer

Destroy

0028-0000

A-59/A-59s Notice to Parents or Guardian to Send
Child to School

2 yrs after
graduation or
termination
from school
system or age
20, whichever
is longer

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M700201	999	5 OF 18

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
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0029-0000

A-60 Compulsory Education - State Warrant Form presented to parents or guardian ordering them to have their child attend school. Also includes the warrant stub.

2 yrs after graduation or termination from school system or age 20, whichever is longer

Destroy

0030-0000

A-61 Compulsory Education - Rule to Show Cause Document ordering parents to justify why they have kept their child out of school.

2 yrs after graduation or termination from school system or age 20, whichever is longer

Destroy

0031-0000

A-62 Compulsory Education - Complaint Notification to parents that they are in violation of the Compulsory Education law.

2 yrs after graduation or termination from school system or age 20, whichever is longer

Destroy

0032-0000

A-63 Attendance Report

3 yrs

Destroy

0033-0000

A-66a Vacation Employment Certificate

2 yrs after graduation or termination from school system or age 20, whichever is longer

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY NUMBER

M700201

SCHEDULE NUMBER

999

PAGE NUMBER

6 OF 18

RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

0034--0000

A-66a/1 Vacation Employment Certificate

2 yrs after
graduation or
termination
from school
system or
age 20, whichever
is longer

Destroy

0035--0000

A-66b Regular Employment Certificate

2 yrs after
graduation or
termination
from school
system or
age 20, whichever
is longer

Destroy

0036--0000

A-66c Application for Special Newscarrrier or
Special Street Trades Permit

2 yrs after
graduation
or termination
from school
system or
age 20, whichever
is longer

Destroy

0037--0000

A-66d Application for Special Agricultural
Permit

2 yrs after
graduation
or termination
from school
system or
age 20, whichever
is longer

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M700201	999	7 OF 18

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY RETAIN IN	RECORDS CENTER	DISPOSITION
0038-0000	A-66e Special Agricultural Permit	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy
0039-0000	A-66f Special Newsboy Permit	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy
0040-0000	A-66g Special Street Trades Permit	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy
0041-0000	A-66h Age Certificate for Agriculture	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY NUMBER

M700201

SCHEDULE NUMBER

999

PAGE NUMBER

8 OF 18

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0042-0000

A-66i Application for Special Theatrical Permit

2 yrs after graduation or termination from school system or age 20, whichever is longer

Destroy

0043-0000

A-66j Special Theatrical Permit

2 yrs after graduation or termination from school system or age 20, whichever is longer

Destroy

0044-0000

A-66k Application for Special Newspaper Carrier Permit

2 yrs after graduation or termination from school system or age 20, whichever is longer

Destroy

0045-0000

A-66m Special Newspaper Carrier Permit

2 yrs after graduation or termination from school system or age 20, whichever is longer

Destroy

0046-0000

A-74 Employment Contract - Attendance Officers

6 yrs after termination of employment

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M700201	999	9 OF 18

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0047-0000	A-77 Medical Inspection Notice to Parents	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy
0048-0000	A-109 Appropriations Receivable	7 yrs		Destroy
0049-0000	A-110 Appropriations and Cash Receipts	7 yrs		Destroy
0050-0000	A-111 Cash Expenditures	Permanent		Permanent
0051-0000	A-112 General Control	Permanent		Permanent
0052-0000	A-116 Distribution of Costs Inst.	7 yrs		Destroy
0053-0000	A-117 Distribution of Costs, Attendance and Health	7 yrs		Destroy
0054-0000	A-118 Distribution of Costs, Maintenance	7 yrs		Destroy
0055-0000	A-119 Distribution of Costs, Fixed Charges	7 yrs		Destroy
0056-0000	A-121 Distribution of Costs, Vocational	7 yrs		Destroy
0057-0000	A-122 Distribution of Costs, Evening School	7 yrs		Destroy
0058-0000	A-125 Distribution of Costs	7 yrs		Destroy
0059-0000	A-131 Tuition Ledger - Pupils Sent	7 yrs		Destroy
0060-0000	A-132 Tuition Ledger - Pupils Received	7 yrs		Destroy
0061-0000	A-135 Payroll Agency	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M700201	999	10 OF 18

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY RECORDS CENTER

DISPOSITION

0062-0000	A-149 Report of the Custodian of School Monies	Permanent	Permanent
0063-0000	A-150 Certificate of Local Levy Balances	7 yrs	Destroy
0064-0000	A-151 Purchase Order	7 yrs	Destroy
0065-0000	A-162 Bond Register	Permanent	Permanent
0066-0000	A-200 Attendance Officer - Monthly Report	3 yrs	Destroy
0067-0000	A-230 Census Survey Report Statistics on student enrollment.	10 yrs	Destroy
0068-0000	A-231 Permanent Record Card (Pupil) Contains: name, date of birth, address, parent or guardian's name, school, grades and attendance record.	Permanent	Permanent
0069-0000	B-2T Estimated Cost of Pupil Transportation and Pupil Transportation Aid (06E009)	7 yrs	Destroy
0070-0000	B-3T Transportation Costs, State Aid Apportionment	7 yrs	Destroy
0071-0000	B-5T Transportation Aid Summary for Private Schools (06E012)	7 yrs	Destroy
0072-0000	B-7T Request for Payment of Transportation Aid Pupil Enrolled in a Remote Non-Profit Private School (02C004)	7 yrs	Destroy
0073-0000	B-11 Notice That Teacher has Filed Annual Report With County Superintendent A notification that a specific annual report was submitted to the County Superintendent's Office.	3 yrs	Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M700201	999	11 OF 18

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0074-0000	B-18 Elementary School Certificate	1 YR	Destroy
0075-0000	B-19 Board Members - Report to Commissioner A copy is sent to the office of the County Superintendent of Schools.	5 YRS	Destroy
0076-0000	B-23 County School Certificate	1 YR	Destroy
0077-0000	B-100 Detailed Budget (03D007)	7 YRS	Destroy
0078-0000	TB-1 Tuberculosis Testing Survey Card	2 yrs after graduation or termination from school system or age 20, whichever is longer	Destroy
0079-0000	101 Application to Local Finance Board and Commissioner of Education (for Extension of Credit)	7 yrs after bond maturity or cancellation	Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY NUMBER

M700201

SCHEDULE NUMBER

999

PAGE NUMBER

12 OF 18

RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

Federal Programs: NDEA

0100-0000

Reimbursement Claim

7 yrs

Destroy

0101-0000

Request for Verification of Expenditures,
Title V

7 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M700201	999	13 OF 18

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0200-0000	<u>Federal Programs: Public Laws 815 and 874</u> Parent-Pupil Survey Records, Eligible Pupils	1 YR			Destroy
0201-0000	RSF-1 Application for School Assistance in Federally Affected Areas (03C035)	7 YRS			Destroy
0202-0000	RSF-2 Application for Financial Assistance Public School Construction, Parts I and II				
0202-0001	RSF-2 Application for Financial Assistance Public School Construction, Parts I and II - Approved	7 yrs after termination of grant			Destroy
0202-0002	RSF-2 Application for Financial Assistance Public School Construction, Parts I and II - Denied	3 YRS			Destroy
0203-0000	RSF-3 Application for School Assistance in Federally Affected Areas (03C034)	7 YRS			Destroy
0300-0000	<u>Federal Programs: Public Law 89-10 Title I</u> Annual Statement of Revenues Paid to District	7 YRS			Destroy
0301-0000	ESEA-1 Preliminary and Final Financial Report A copy is sent to the office of the County Superintendent of schools.	7 YRS			Destroy
0302-0000	ESEA-2 Annual Adjusted Financial Report A copy is sent to the office of the County Superintendent of Schools.	7 YRS			Destroy
0303-0000	ESEA-3 Exhibit A Forms	7 YRS			Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M700201	SCHEDULE NUMBER 999	PAGE NUMBER 14 OF 18
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0304-0000	Initial Request for Funds A copy is sent to the office of the County Superintendent of Schools.	7 yrs			Destroy
0305-0000	Schedule A and B Forms Reimbursement for Pension and Social Security <u>Federal Programs: Title II</u>	7 yrs			Destroy
0400-0000	ESEA-II-2 Notification of Approval with First Payment	7 yrs after termination of grant			Destroy
0401-0000	ESEA-II-3 Requests for Additional Funds	7 yrs after termination of grant			Destroy
0402-0000	Project Application				
0402-0001	Project Application - Approved	7 yrs after termination of grant			Destroy
0402-0002	Project Application - Denied <u>Federal Programs: School Lunch and Milk</u>	3 yrs			Destroy
0500-0000	Agreement, School Lunch	7 yrs after termination of agreement			Destroy
0501-0000	Agreement, School Milk	7 yrs after termination of agreement			Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M700201	SCHEDULE NUMBER 999	PAGE NUMBER 15 OF 18
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0502-0000	Application Form, School Lunch	7 yrs		Destroy
0502-0001	Application Form, School Lunch - Approved	3 yrs		Destroy
0502-0002	Application Form, School Lunch - Denied			
0503-0000	Application, School Milk	7 yrs		Destroy
0503-0001	Application, School Milk - Approved	3 yrs		Destroy
0503-0002	Application, School Milk - Denied	7 yrs		Destroy
0504-0000	BF-141 Reimbursement Claim Correction Sheet	7 yrs		Destroy
0505-0000	L-21 Daily Cash Record Sheet	7 yrs		Destroy
0506-0000	L2-214 Reimbursement Claim for School Lunch and Milk	7 yrs		Destroy
0507-0000	Renewal Agreement, School Lunch	7 yrs		Destroy
0508-0000	Renewal Agreement, School Milk	7 yrs		Destroy
	<u>State Aid</u>			
0600-0000	SA-1 Application for State Financial Aid A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0600-0001	Application for State Financial Aid - Approved	3 yrs		Destroy
0600-0002	Application for State Financial Aid - Denied			

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M700201	SCHEDULE NUMBER 999	PAGE NUMBER 16 OF 18
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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY RECORDS CENTER

DISPOSITION

0601-0000	SA-2 Application for Current Expense State Aid A copy is sent to the office of the County Superintendent of Schools.	7 yrs	Destroy
0601-0001	Application for Current Expense State Aid - Approved	7 yrs	Destroy
0601-0002	Application for Current Expense State Aid - Denied	3 yrs	Destroy
0602-0000	SA-3 Statement of Building Aid Available A copy is sent to the office of the County Superintendent of Schools.	7 yrs	Destroy
0602-0001	Statement of Building Aid Available - Approved	3 yrs	Destroy
0602-0002	Statement of Building Aid Available - Denied	7 yrs	Destroy
0603-0000	SA-5 Budget Anticipation of State Building Aid A copy is sent to the office of the County Superintendent of Schools.	7 yrs	Destroy
0604-0000	SA-6 Budget Anticipation of State Building Aid A copy is sent to the office of the County Superintendent of Schools.	7 yrs	Destroy
0605-0000	SA-7 Budget Anticipation of State Building Aid A copy is sent to the office of the County Superintendent of Schools.	7 yrs	Destroy
0606-0000	SA-8 Certificate of Debit and Credit Veterans Pension Liability and Administrative Expense A copy is sent to the office of the County Superintendent of Schools.	7 yrs	Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M700201	SCHEDULE NUMBER 999	PAGE NUMBER 17 OF 18
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0607-0000	SA-10 State School Aid Payments A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0608-0000	SA-11 Certificate of Deposit Capital Reserve Fund A copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0609-0000	Application for State Aid, Children Resident in Institutions			
0609-0001	Application for State Aid, Children Resident in Institutions - Approved	7 yrs		Destroy
0609-0002	Application for State Aid, Children Resident in Institutions - Denied	3 yrs		Destroy
0610-0000	Application for State Aid, County Audio Visual Aid Centers			
0610-0001	Application for State Aid, County Audio Visual Aid Centers - Approved	7 yrs		Destroy
0610-0002	Application for State Aid, County Audio Visual Aid Centers - Denied	3 yrs		Destroy
0611-0000	Application for State Aid, Evening Schools, Foreign-Born Residents			
0611-0001	Application for State Aid, Evening Schools, Foreign-Born Residents - Approved	7 yrs		Destroy
0611-0002	Application for State Aid, Evening Schools, Foreign-Born Residents - Denied	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY NUMBER

M700201

SCHEDULE NUMBER

999

PAGE NUMBER

18 OF 18

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0612-0000

30 Application for State Aid, Evening
Vocational Schools and Classes

0612-0001

30 Application for State Aid, Evening
Vocational Schools and Classes - Approved

0612-0002

30 Application for State Aid, Evening
Vocational Schools and Classes - Denied

Bureau of School Planning Services

0700-0000

D-44 Signed Formal Notice of Approval

0701-0000

Request for Transportation Approval

0702-0000

Transportation Apportionment Report
(Pupils for whom transportation was provided
for the School year September 1st, 19-- to June
30th, 19--)